

MOODLE TUTORIAL FOR STUDENTS

CENTER FOR ONLINE AND EXTENDED LEARNING



VERSION 2021_1.0

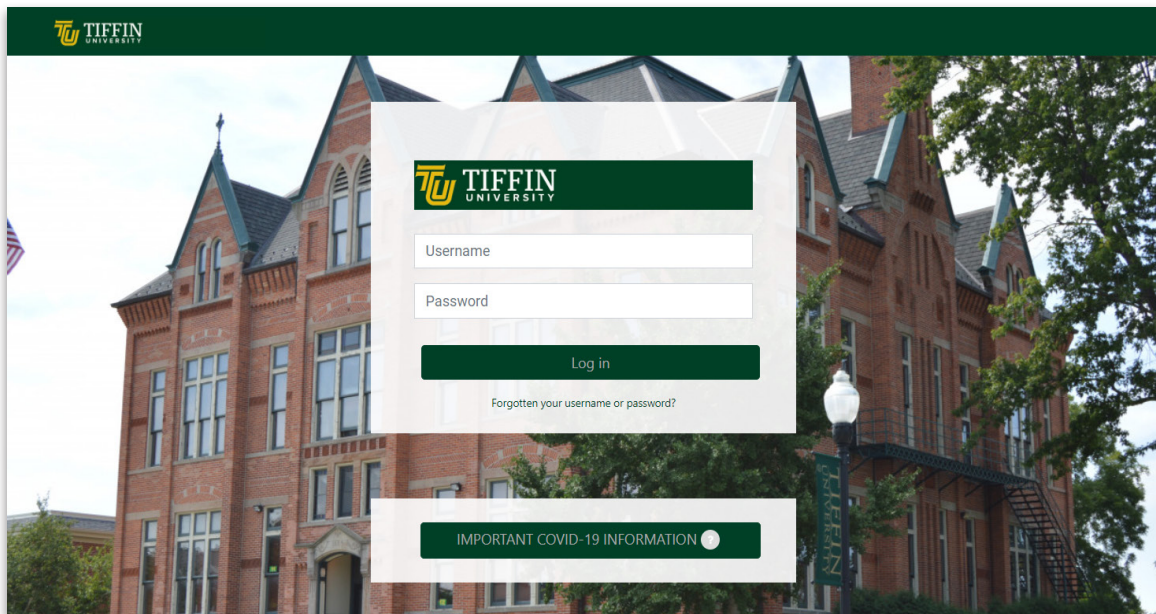
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How to Log In to Moodle

Steps

1. Open an Internet browser
 - Chrome
 - Edge
 - Firefox
 - Safari, etc.
2. Go to <https://online.tiffin.edu/>
3. Enter your username and password
 - Username: Everything before the “@” symbol in your Tiffin University email address
 - Password: Same as your university email password or created on your own (if changed within Moodle).
 - Click ‘Enter’ on the keyboard or click the Log in button



Additional

Forgotten username or password: If you forget your username or password, the option to reset your password is located on this page under the log in button. Moodle password is typically synced to the email and self-service password, so they are the same.

Navigating Moodle

Moodle Home Page

Below is the page that appears after successfully logging in.

The screenshot shows the Moodle Home Page for Mike Scott. The header includes a profile picture, name, and navigation links: Profile, Dashboard, Grades, Preferences, and Log out. Below the header, there are tabs for Courses (2021, 2020) and a 'Browse all courses' link. The main content area displays three course cards: 'Building Cultural Competencies in Organizations' (75% progress), 'CST111 Digital Literacy & Technology Readiness' (0% progress), and 'CST212 System Analysis and Design' (19% progress). On the right, there are sections for 'Deadlines', 'Messages', and 'Forum posts'. Red circles and lines highlight specific areas: '1' points to the navigation menu, '2' points to the course cards, and '3' points to the right-hand sidebar.

1. Settings and navigation

- **Profile** - Your personal Moodle profile and settings. See page 5.
- **Dashboard** - Customizable page for providing users with details and upcoming deadlines.
- **Grades** - Shortcut path to each active course gradebook.
- **Preferences** - Moodle preferences and settings.
- **Log out** - Log out of the current Moodle session and return to the TU Moodle Login page.

2. Courses

- Your currently active courses are listed under the 'Courses' tab. This should also be the default view when first logging in. Click the course container to open the course.
- Completed courses appear under the relevant year tabs.
- Courses older than a semester are archived and will not appear in this area.

3. Moodle feed

- **Deadlines** - Lists upcoming course activity deadlines for the week.
- **Messages** - Displays recent messages recved through Moodle.
- **Forum Posts** - Displays recent forum postings in your currently active courses.

Profile Page

1. User details

- **Edit Profile** - Add or change profile picture, add or change the profile description, edit additional profile settings.
- **Preferences** - Moodle preferences and settings.

2. Course details

- Displays all past enrolled (grayed out) and currently enrolled courses.

3. Message

- Takes you to your personal message page.
- If you click the message button while on your profile page it will open to your personal space. In your personal space, you may save draft messages, links, notes, etc. to access later.
- If you click the message button while viewing someone else's profile page, it will open to your message page. On your message page, it will be set up to write a message to the individual.

4. Top right header

- **My Courses** - Takes you back to your Moodle homepage.
- **Message Icon** - Takes you to your personal message page.
- **Bell Icon** - Displays notifications.

Navigating Courses

Course Page

Below is a typical online course layout in Moodle. Differences may exist from course to course.

The screenshot shows a Moodle course page for 'HCA541 Managing Healthcare Systems'. The page layout includes a breadcrumb trail at the top (1), a course navigation menu on the left (2) with a 'Course Dashboard' link at the bottom, a main content area for 'Week 1 - Systems Foundation; Market & Social Justice' (3) with a 'Jump to' menu, and an 'Overview' section (4) containing text and an image of a healthcare professional.

1. Breadcrumbs

- Located at the top of the page and assists with navigation around the course and around Moodle.

2. Course navigation

- **Start Here** - Provides a mini orientation to the course and access to all essential documents, TU policies, and informational resources.
- **Week Number & Topic** - TU online courses consist of 7 weeks and a typical seated course has 16 weeks. View the topic covered as well as navigate the course by the week. A green dot will display to the left of the currently active week in a course. A progress tracker (ex. Progress 0/3) is located under each week to keep track of assignment completion.
- **Communication Center** - Provides access to important Course Information and Announcements, the Question and Answer Forum, other non-module-specific discussion forums, and the Collaborate Virtual Meeting Tool.
- **Course Dashboard** - Located at the bottom of the left-hand course navigation. Here you can find the course gradebook, participants, and other course-related resources. More on page 9.

- **Other** - Most courses contain the aforementioned items in this section but some courses may feature additional options or exclude some of these items. When first entering a Tiffin University Moodle course page, you should familiarize yourself with the layout, resources, and navigation. This may aid you in having a successful experience with the courses that utilize Moodle.

3. Section Navigation, quick links, & syllabus

- At the top of the online course, section contents are simple navigation and useful links.
- **Explore** - Takes you to the explore section of that week in the course. The explore section includes the readings for the week, chapter PowerPoints, notes, additional resources like documents, videos, PDFs, and easy access to the Questions and Answer Forum for the class.
- **Activities** - Takes you to the activities section of that week in the course. Here you will find the assignments and the day and time of the week they are to be completed.
- **Wrap-up** - Takes you to the last section of that week's content. Here you will find the significance of that week's lesson. A checklist for ensuring completion of the week's activities and a look forward to what will be discussed in next week's lesson. Lastly, a check-in for how you are progressing and how you can provide feedback for the course.
- **Quick Links** - Redirects you to a collection of useful resources and links. Like tech support, learning resources, advising, disability services, IRB forms and procedures, and more.
- **Syllabus** - Easy access to the course syllabus. Typically these documents include a course overview, learning outcomes, assignment due dates, activity point values, and additional information for the specific course.

4. Section content

- Displays the content for the selected week, module, etc. In this area, you will find the topics, materials, resources, assignments, activities, and other relevant information. Activities and assignments will be displayed as cards similar to the image below.

The screenshot shows a Moodle interface for a 'By Sunday' activity. At the top, there is a dark green header with a clipboard icon on the left, the text 'By Sunday' in large white font, and a 'Back to Top' link on the right. Below the header, it says 'Complete by 11:55 p.m. ET'. The main content area is white and contains the instruction 'Complete the following activities:'. Below this, there are three activity cards, each with a colored header and a list of activities:

- INITIAL FORUM POST** (green header): Activity 4.2: Course Project Group Discussion (Graded)
- ASSIGNMENT** (blue header): Activity 4.3: Essay
- ASSIGNMENT** (blue header): Activity 4.4: Course Project Rough Draft

Communication Center

Below is a sample course dashboard.

Communication Center

Access important announcements and non-specific discussions here. Feel free to ask general questions, seek peer support or build knowledge together (outside of a weekly lesson). Please ensure that all dialog remains academic, professional, and respectful in nature.

1

 Announcements

2

 Question and Answer (Q&A) Forum

Recent forum posts



Anonymous User
9 days ago



Anonymous User
9 days ago

2 unread posts

3

 Collaborate Sessions

4

Course Documents



1. Announcements

- Special forum for general news and announcements. Only the instructor has the ability to post here.

2. Question and Answer Forum

- This is a general forum for your course learning community. Post here any question or remark that may benefit your classmates.

3. Collaborate Sessions

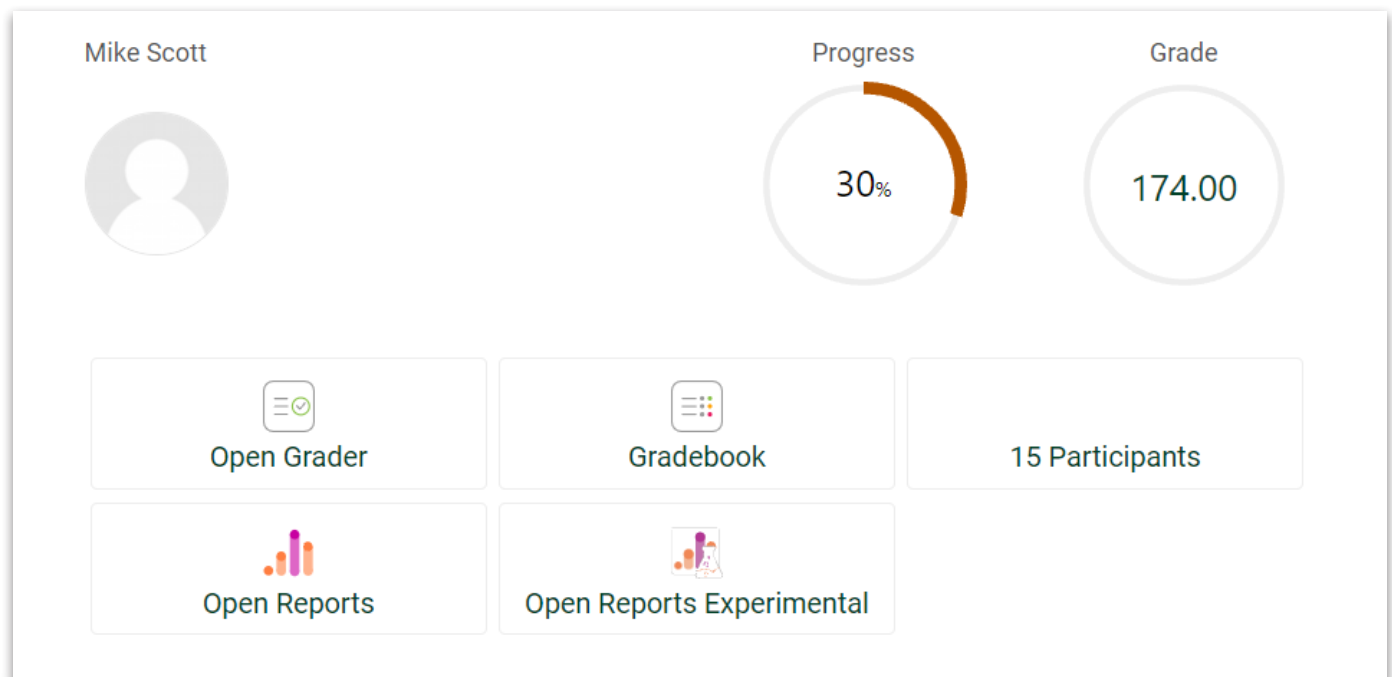
- Instructors have may create Collaborate sessions for student presentations, meetings, etc. Sessions created through a course are associated with that course and its participants.

4. Course Documents

- All course documents including PowerPoint presentations, PDFs, syllabus, guides, and any other content used in the course can be found here.

Course Dashboard

Below is a sample course dashboard.



In the Course Dashboard, if configured properly, you can check your current progress in the course, view your current total point value from assignments, view individual assignment grades and feedback, access a list of all the current course participants, and access a few other additional tools.

Open Grader - View grades, feedback, and marking guides by assignment.

Gradebook - See a list of assignments, grades, point value totals, and current grade based on the currently graded assignments entered.

Moodle Support

For assistance, please contact:

- Tiffin University Moodle Support at moodlesupport@tiffin.edu
- Call Technical Support Call Center at 419.448.3430